



## DEPARTMENT OF CO-OPERATIVE EDUCATION

# Vacant Position : SETA ADMIN

INTERNAL/EXTERNAL APPLICATIONS ARE INVITED FROM INTERESTED PERSON(S) FOR THE UNDERMENTIONED POST.

**Minimum Requirement:**

M+ 3 years Business administration/IT related qualification

3 years of experience in a SETA assistant

3 years of experience in a tertiary environment

**Additional Recommendations:**

Sound knowledge of relevant administrative systems Computer proficiency in MS Office and other related software

Sound knowledge of OLUMS

Proficiency in English and communication skills – verbal/written Be a team player

Excellent at organisation skills and attention to details Excellent problem solving and decision making

Excellent at customer service delivery

Experience with documentation for accreditation.

**Summary of Duties:**

As part of the Departmental, provides an administrative service to the HOD, staff, students as well as industry partners regarding the following:

- OLUMS internal staff and students
- OLUMS industry partners
- Administrative Support
- Process deliverables as per SETA requirement
- Maintain Records on OLUMS
- Process student stipends
- Efficiently manages telephonic/counter enquiries
- Responds efficiently and promptly to all queries/requests for delivery, whether written, verbal or telephonic.
- As the frontline representative of the department/programme, promotes the image of the department.
- Maintains sound relationships with staff, colleagues and students and contributes to team effort and ensures personal and professional self-development:
- Any other duties as assigned to by the line manager or representative as delegated.

**Position status** : Temporary {12 Months}

**Publication** : Internal/External

**To Apply:** Please send your CV, copies of ID and Qualifications to Ms Shireen Singh – Email: [Singh\\_S@dut.ac.za](mailto:Singh_S@dut.ac.za)

**Communication will be entered into with short-listed candidates only.**

**Please quote “Seta Admin” in the e-Mail subject**

**line. Closing date: 21 April 2023**

“While DUT strives for equal opportunities, preference will be in terms of the University’s equity policy”  
“The University reserves the right not to appoint”